

NORTH ADAMS RETIREMENT BOARD

61 Main Street, Suite 247

North Adams, MA 01247

Ph: (413) 663-5185

NORTH ADAMS RETIREMENT BOARD – Job Posting

Position Title: Administrator

The Administrator is responsible for the daily administration of the North Adams Retirement System, a municipal retirement system with assets of approximately \$87 million. The Administrator will independently manage and supervise a municipal agency involved with a high volume of transactions with individuals and financial institutions. Excellent communication, accounting and organizational skills are required. Must have the ability to train and supervise personnel.

The Administrator will also maintain a thorough knowledge of Massachusetts General Law Chapter 32 Public Pension Law, regulations of the Public Employee Retirement Administration Commission (PERAC), and Federal and State regulations including the Division of Administrative Law Appeals (DALA), the Contributory Retirement Appeal Board (CRAB), the Internal Revenue Service (IRS) and Department of Revenue (DOR) as they may relate to Chapter 32 retirement benefits.

Qualifications:

A successful candidate must possess excellent oral and written communication skills to explain retirement law complexities and strategies to the active and retired membership and to interact with investment managers and banks to assure accuracy of the system's financial reporting. An understanding of accounting practices is required to record investment and member transactions. Must have the ability to understand medical information and present information regarding disability applications concisely and accurately to the members of the Board.

Candidate should possess bachelor's degree in accounting or business-related discipline and experience working in a M.G.L., Chapter 32 public retirement system. Must possess knowledge of general business and accounting principles and practices. Must be proficient in the use of personal computers, including word processing and spreadsheet software.

Salary Range:

Commensurate with experience.

To Apply:

Please provide a letter of interest, resume, and references by September 3, 2021, by E-mail to: bethmatson@NorthAdamsRetirement.org or mail to: North Adams Retirement Board, 61 Main Street, Suite 247, North Adams, MA 01247